

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C Department of Human Resources

District Personnel Manual Issuance System

E-DPM Instruction No. 4-25

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking the "Policies and Procedures" and "Electronic-District Personnel Manual (E-DPM)" links and accessing Chapter(s): 4

SUBJECT: Redesign of Electronic-District Personnel Manual
(E-DPM) Instructions and Bulletins

Date: September 19, 2014

1. Purpose

The purpose of this instruction is to inform management officials, employees and the general public that, the D.C. Department of Human Resources (DCHR) has officially redesigned the E-DPM instructions and bulletins (also referred to as issuances); and to provide an illustration of the redesigned issuance.

2. Instructions and Bulletins

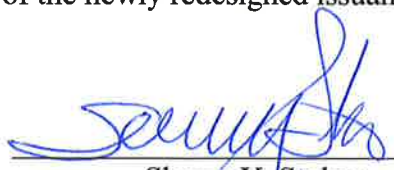
Part III of the E-DPM, Instructions and Bulletins, is strictly procedural in nature, and has direct impact and applicability only to subordinate agencies. Independent personnel authorities may choose to adopt any or all of the procedural guidance materials contained in the instructions and bulletins in Part III of the E-DPM.

- (a) Instructions contain continuing implementing guidance and procedures. They are "filed" in numerical order, and their numbering is based on the chapter to which the material in the instruction applies to (*i.e.*, residency-related *instructions* are numbered as "3-1," "3-2;" Career Service-related instructions are numbered "8-1," "8-2," etc.). Instructions are retained until superseded or rescinded.
- (b) Bulletins are ephemeral (lasting or existing briefly), and for that reason, have an expiration date. Issuances providing guidance on voting, late arrival resulting from weather-related emergencies are the most common examples of a bulletin.

3. Redesigned E-DPM Instructions and Bulletins

While much of the content contained in the original instructions and bulletins is being maintained (*i.e.* Applicability, Authority, Topic Sub-headings, etc.), there has been a significant change to the "look" of these issuances. In addition to the aesthetic changes, a major modification is the inclusion of a content section to provide an at-a-glance view of the areas being discussed in the issuance. Attached is a sample of the newly redesigned issuance format for E-DPM instructions and bulletins.

Attachment


Shawn Y. Stokes
Director

Inquiries: Policy and Compliance Administration, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers

Retain Until Superseded or Rescinded

Redesign of Electronic–District Personnel Manual (E-DPM) Instructions and Bulletins



District Personnel Manual Instruction No. 4-25

Effective Date

September 19, 2014

Expiration Date

Until Superseded
or Rescinded

Related DPM Chapters

4



NOTE: This instruction establishes the new design of the Electronic-District Personnel Manual (E- DPM) instructions and bulletins.

Purpose

The purpose of this instruction is to inform management officials, employees and the general public that, the D.C Department of Human Resources (DCHR) has officially redesigned the format of E-DPM instructions and bulletins (also referred to as issuances); and to provide an illustration of the redesigned issuance.

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Instructions and Bulletins

Part III of the E-DPM, Instructions and Bulletins, is strictly procedural and nature, and has direct impact and applicability only to subordinate agencies. Independent personnel authorities may choose

to adopt any or all of the procedural guidance materials contained in the instructions and bulletins in Part III of the E-DPM.

- (a) *Instructions* contain continuing implementing guidance and procedures. They are “filed” in numerical order, and their numbering is based on the chapter to which the material in the instruction applies to (*i.e.*, residency-related *instructions* are numbered as “3-1,” “3-2,” Career Service-related instructions are numbered “8-1,” “8-2,” etc.). *Instructions* are retained until superseded or rescinded.
- (b) *Bulletins* are ephemeral (lasting or existing briefly), and for that reason, have an expiration date. Issuances providing guidance on voting, late arrival resulting from weather-related emergencies are the most common examples of a *bulletin*.

Redesigned E-DPM Instructions and Bulletins

While much of the content contained in the original instructions and bulletins is being maintained (*i.e.* Applicability, Authority, Topic Sub-headings, etc.), there has been a significant change to the “look” of these issuances. In addition to the aesthetic changes, a major modification is the inclusion of a content section to provide an at-a-glance view of the subjects in the issuance.

Inquiries

Inquiries concerning the provisions of this DPM instruction can be directed to the Policy and Compliance Administration, DCHR, at (202) 442-9700.

Shawn Y. Stokes
Director